



formação para o sucesso

CECOA – Centro de Formação Profissional para o Comércio e Afins

Vocational Training Center for
the Trade

www.cecoba.pt

CECOA PRESENTATION

CECOA was created in July 1986 by a protocol signed between:

- the **Employment and Vocational Training Institute** - public body depending on the Ministry of Ministry of Economics and Employment and responsible for the implementation of the national policies in terms of Employment and VET
- and the **Portuguese Commerce and Services Confederation** - social partner representing the Trade and Services

The **aim** of **CECOA** is to **promote education and vocational training for the trade and services sector**

CECOA has its own patrimony and an administrative and financial autonomy. In **CECOA** work 47 employees and more than 300 trainers

With a **national scope**, CECOA has its head-office in Lisbon and two other branches in Oporto (north) and Coimbra (centre)

Since 1987, CECOA trained more than **71.500 trainees**

CECOA PRESENTATION

CECOA is accredited under the **national system of assessment and accreditation of VET Providers**

CECOA Quality Management System is **ISO 9001:2008 certified** (since 2005)

CECOA is member of the national network of **knowledge resources centres** (KRC), especially dedicated to resources in the trade and services sector

CECOA is member of the national network of NOC - New Opportunities Centres, centres dedicated to **guidance, validation, assessment and certification of skills and competences of Adults** (since 2001)

CECOA'S CORE ACTIVITIES

- **Initial VET** (double certification) for Young People and for Adults (National Qualifications Catalogue – level 2 to 5 EQF)
- **Continuing VET** (National Qualifications Catalogue; tailor made training; distance learning)
- **Training of Trainers**
- **Support services for companies and organisations** (consultancy, quality service audits...)
- **Educational and Vocational Guidance**
- **Accreditation of Prior Learning (APL) / Recognition and Validation of Non Formal and Informal Learning**

CECOA'S CORE ACTIVITIES

Training Areas

Finances and Accounting	Real State
Foreign Languages	Sales
Health and Safety at Work	Secretariat/Administrative Work
ICT	Tourism
Legislation	Trade (International Trade)
Management	Training of Trainers
Personal Development	Windows Dressing

CECOA'S CORE ACTIVITIES

CNO – New Opportunities Centre (APL)

- Centres dedicated to guidance, validation, assessment and certification of skills and competences of Adults (Run by the NQA)
- Target: people with over 18 years old
- Allows individuals to recognize, validate and certify knowledge, skills and competences acquired within different contexts of his/her Life Long Learning experiences (formal, non formal and informal)
- Scholar recognition (9 or 12 school years)
- Professional Certification (Professions: Administrative Assistant; Administrative Technician; Shop Assistant; Shop Technician)

CECOA'S CORE ACTIVITIES

R&D and Innovation

- **CECOA MISSION:** “promotion of projects and studies aiming to develop innovative contents, methodologies and tools to support VET and/or targeted to the Trade and Services sector” (one strategic key point)
- **CECOA** investment in R&D and Innovation = **advantage regarding other VET providers**
- Development of national and international R&D, Innovation, Cooperation and Partnership projects = **source of innovation and differentiation**
- Experience of **more than 15 years** in the preparation, coordination and development of national and **European projects**

CECOA'S CORE ACTIVITIES

R&D and Innovation – European Projects

- Training Evaluation, ROI
- Quality Assurance and Development (EQARF)
- Training of Trainers (profiles; quality of training)
- Training Resources and Materials (Handbooks, CDROM, DVD)
- E-learning, E-Commerce
- Self Learning, Work-Based Learning
- Facilitation of Learning
- CSR - Corporate Social Responsibility & Sustainability
- ECVET, EQF, Mobility

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